

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: New River Valley
 Period: April, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(5) Review VGIN Contract with Capt. Mosby	Blacksburg			0.75	Notified that final draft is not out
(8) Mapped towers/ made modifications to routing	Blacksburg			2	Verizon towers
(8) T/C Bob Laymen/Ntelos ref. change in routing	Blacksburg			0.25	
(8) Intrado request for current contact information	Blacksburg			0.75	PSAP data form completed/contact info
(10) Reviewed tasking sheet and Project checklist	Blacksburg			3	Entered dates and current needs
(10) T/C Lt. Bradberry Phase 1 issues & contract	Blacksburg			2	Reviewed for possible solutions
(10) T/C Capt. Mosby re Wireless traffic plan	Blacksburg			1.5	US Cellular traffic plan signed off on
(11) Verify routing info for Verizon with Capt. Mosby	Blacksburg			1.25	T/C Kathleen Smith/Tech Dept. ref tower locations
(11) Contact Lt. Bradberry Phase 1 tasking issues	Blacksburg			0.25	Verified issues to be addressed
(14) Met with Capt. Mosby to verify mapping data for t	Blacksburg			0.25	Verizon/US Cellular testing
(15) Faxed 4th quarter payment letter to MAST	Blacksburg			0.25	Added to true-up documentation
(9) T/C Martha Cox re Voice Print information	Christiansburg			0.5	new voice recorder proposal
(9) Review proposal for new voice logging equipment	Christiansburg			0.75	Reviewed proposal w/PSAP
(10) Status update and review PSAP issues	Christiansburg			0.75	T/C Martha Cox ref. CPE part breakdown
(10) Reviewed tasking sheet and Project checklist	Christiansburg			1.25	Determine needs to complete tasking
(14) Complete data form for TCS	Christiansburg			2	Prepare for testing notified all parties
(14) Phase I testing US Cellular	Christiansburg			3	Documented results and filed
(14) Phase I testing Verizon	Christiansburg			1	Documented results and filed
(15) Reviewed 4th Qtr. Payment info	Christiansburg			0.5	Filed w/true-up documentation
(7) Mtg. w/Dave Hayes/Verizon, Maj. Turner	Montgomery			1	Resolve display problem/Adm lines caused problem
(8) Prepared tower info/research for GIS Department	Montgomery			7.5	Sent info for use w/GIS Mapping solutions
(10) Reviewed tasking sheet and Project checklist	Montgomery			2	Prepare for mtg. W/Maj. Turner
(14) Phase I drive testing w/Nextel Partners	Montgomery			1	Documented results and filed
(5) Review VGIN contract	Pulaski			0.5	Reviewed w/ Lt. Surber
(8) Map tower locations by WSP	Pulaski			7.25	Provided PSAP notebook w/tower info
(10) Reviewed tasking sheet and Project checklist	Pulaski			1.75	Determine needs to complete tasking
Phase II(1) Reviewed critical factors for vendor sel	Pulaski			0.5	Chris Akers, Lt. Surber/PSAP
(4) Funding review w/Ryan Funk, Chief Terry	Radford			0.75	Review funding opportunities for CPE upgrade
(5) Review Verizon CPE agreement	Radford			0.5	Determine how it would be affected w/new CPE
(8) Tower site verification w/ Jim Hurt/City Eng	Radford			4	Verify site locations and addresses
(8) E-mail to TCS ref. Radford Cell tower info	Radford			0.25	
(9) Met w/Charlie Harris ref. Mis-routed calls	Radford			1	Calls coming from Wise County

(9)Contacted Tom Williams/Verizon ref. Misrouting	Radford		1.5	Verizon working on reason for misrouting
(10)Reviewed tasking sheet/Project checklist/issues	Radford		3.25	Prioritize tasking/CPE upgrade status
(11)Delivered validation sheet for Nextel Partners	Radford		0.5	Reviewed w/Director Harris
(13)Overview training of wireless tasks	Radford		1.5	Ryan Funk CJP/Radford
(14)Reviewed/completed validation sheet w/Jim Hurt	Radford		0.5	Signed sheet mailed to Nextel Partners
(14)Verified wireless traffic plan for US Cellular/Veriz	Radford		0.5	Reviewed w/Jim Hurt Phase I for testing
Phase II(1)Reviewed critical factors for vendor sele	Radford		3.25	Ryan Funk CJP/Radford, Dir. Harris
(4)Review Funding requests and approvals	Region		1.5	Updated PSAP info for payments
(7)Attend USS CAD PSAP workshop	Region		3.5	Review possible solutions/problems w/CAD
(7)Review known issues w/CAD for workshop	Region		1	PSAPs requested meeting to review remedies
(8)T/C, e-mail Ashton Cole/TCS routing corrections	Region		2.75	Verizon/US Cellular
(8)Prepare final cell sector routing spreadsheet	Region		1	Sent to Ashton Cole/TCS
(8)Cell tower mapping conference	Region		11.5	Presentation to PSAPs
(8)Map tower locations for Ntelos/Nextel Partners	Region		5	To be included on regional maps
(8)T/C Pete Gaffney/Nextel Partners ref. Modification	Region		0.25	Requested re-testing w/changes
(8)Review call routing sheet/TCS	Region		0.25	Questions for Ashton Cole
(8)Drafted/mailed letters to Triton/Ntelos/Nextel Partne	Region		1	Call routing modifications/changes
(8)Prepare Power Point/documents/tower maps for Mt	Region		18.5	NRV mapping conference/towers/sectors
(8)Entered plots/cell tower sectors for US Cellular	Region		3	T/C, E-mails from Ashton Cole
(8)Update cell tower routings	Region		2.75	All WSPs in region
(8)Map cell sectors for Triton PCS	Region		5	All maps updated
(8)Review mapping &routing info for verification	Region		2	Verizon/US Cellular
(10)Mtg. Butch Johnstone/DCJS	Region		2	Review possible PSAP funding opportunities
(10)Review NRV status and plan of action	Region		1	Update tasking in PSAP books
(10)Update wireless deployment schedule	Region		2.5	Create binders and file documents/tasking
(10)Review issues and delays to implementation	Region		6.5	Prioritize tasking/troubleshoot solutions
(10)Update Quick Reference Sheet	Region		2.25	Filed new info/listed current problems
(10)Review CMRS reports	Region		2.5	Make modifications/changes to schedule/tasking
(11)Publish Newsletter	Region		3	April issue mailed
(11)Prepare for regional meeting/documents	Region		1	
(11)NRV regional mtg. Old business	Region		0.5	Conducted after NRV tower conference
(11)Respond to PSAP info requests/questions	Region		3.5	
(12)Monthly DIT reporting	Region		10.5	Report to wireless board
(13)Attend Magic trng@Christiansburg	Region		4	
(13)Continued processing training manual	Region		8.25	Additional information added to draft
(14)T/C Bryce Shulty update for Triton PCS	Region		0.25	
(14)Completed documentation for Nextel Partners	Region		0.75	Testing completed
(14)T/C, e-mail to Katrina Matuszak ref. ALI issue	Region		0.5	ALI issue resolved and testing rescheduled
(14)Testing w/WSPs(Verizon/Nextel Partners	Region		3.75	Documented testing results
(15)Compile true-up documentation	Region		1	Place in PSAP binders for true-up
Phase II(1)Reviewed critical factors for vendor sele	Region		4.5	Compiled from PSAPs
(1)Mapping vendor presentations	Region		9.5	MSAG/GeoCom/MicroData/Orion
(1)Assist PSAPs in preparing questions	Region		3.5	Questions sent to all vendors
(1)Prepare evaluation documents for PSAPs	Region		5.25	Will meet w/each PSAP to review
(1)Prepare regional critical factors document	Region		2	For review at next regional mtg.

(1)Review Phase II Tasking	Region			4	Begin development of checklist
			0	202.5	
Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments